

**CITY OF KINGSTON, NEW YORK**  
**SALE OF SURPLUS REAL PROPERTY**

Date: November 15, 2016

Street Address: 416 First Avenue

Tax Parcel ID: 46.16-5-18

Description: 150' x 175' 1 Family Residence

Ward: 8-Ald. Steve Schabot

Zoning: RRR

Taxes/Liens: \$ 26,643.83 (as of December 2016)

Water Bill Not connected to Kingston Water

Utilities: Contact the Water Department for information on available municipal service.  
Contact the Engineering Department for information on available municipal sanitary sewer service.  
Contact Central Hudson for information on gas and electric availability.

Notice is hereby given in accordance with Section 23 of New York State General City Law and pursuant to Resolution #230 of 2016, of the City of Kingston, New York, (the "City"), certain real estate owned by the City, located at 416 First Avenue, Kingston, New York, Tax Map No. 48.16-5-18 will be sold to qualified bidder, with the opening of said bids to take place at the offices of Corporation Counsel and Planning on December 13, 2016 at two o'clock in the afternoon of that day, upon the following terms and conditions:

1. 10% payable at the submission of said bid by certified check or cash made payable to the City of Kingston

2. The balance of the purchase price will be required to be paid by a certified check made payable to the City of Kingston at the office of Corporation Counsel, 420 Broadway, Kingston, New York on February 22, 2017 at 10:00 AM. The City is not required to send any notice to the Purchaser. If the Purchaser fails to show at the time and place above specified to pay the balance of the purchase price, the 10% payable at auction will be forfeited and the City will have the option, in its sole discretion to award said premises to the second highest bidder. If the second highest bidder declines, then said premises will be put for auction again

3. Purchaser shall be responsible for all filing and recording fees

4. The City of Kingston reserves the right to reject any and all bids

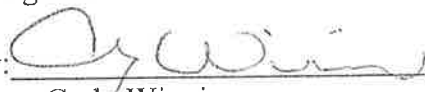
5. Bid Packages will be available in the Planning Office and must be returned no later than **noon** on December 13, 2016.

6. That the closing of this purchase and payment in full of the purchase price plus all necessary filing and recording fees must occur by February 22, 2017 at 10:00 A.M.

7. That a building permit and any variances must be obtained where applicable

Dated: November 21, 2016  
Kingston, New York

City of Kingston

By:   
Carly Winnie  
City Clerk

City of Kingston  
420 Broadway  
Kingston, NY 12401

Office of Planning  
Phone 845-334-3955

## NOTICE TO PROSPECTIVE BIDDERS

If you are interested in bidding on real estate owned by the City of Kingston located at 416 First Avenue, a bid packet for this parcel is available and will provide detailed information about the property. The packet also includes all necessary forms which must be completed and signed. A bid deposit of 10% is required with all bids. The bid deposit must be in the form of cash or a certified bank check made payable to The City of Kingston. Checks drawn on a personal account, unless bank certified, will not be accepted. Bid packets are available at the cost of \$10.00 per packet from the Kingston Planning Office, located at 420 Broadway, Kingston, NY 12401, during normal business hours.

It is strongly recommended that all prospective purchasers make the necessary arrangements with the Kingston Building Safety Division to inspect the premises prior to bidding, as properties are sold as is. Bidders are also advised that properties are sold "as is", with no guarantees. Proposed uses should be reviewed with the Building Safety Division to determine compliance with City Zoning and all other applicable statutes and codes. The Building Safety Division can be reached at (845) 331-1217.

All bids must be submitted with all forms complete (Surplus Real Bid Form, Notice to Purchasers Form, Assessed Value of Property Form, Additional Information Questionnaire, Environmental Assessment Form – Part 1) and 10% (certified check or Cash) bid deposit, made payable to the City of Kingston, all enclosed within a sealed envelope and labeled with the following information: Bidder's Name, Address and Daytime Telephone Number; AND Address, and Section, Block and Lot Tax Map ID# of the property being bid on. If you are submitting bids on more than one property, each bid must be submitted in a separate, sealed envelope. Bid packages must be sealed and labeled accordingly with information described and contain all necessary forms completed with original signatures, along with property bid deposit or they will automatically be rejected and returned without consideration by Committee or Common Council. If you are mailing through the U.S. Postal Service, or other special delivery service, it is your responsibility to ensure that the bid proposal is received.

Sealed bids will be accepted by the Kingston Planning Office located at 420 Broadway, Kingston, NY 12401, telephone (845)-334-3955 up until 12:00 noon Tuesday, December 13<sup>th</sup>, 2016. Facsimile bids will not be accepted.

Each complete bid received, will be forwarded to the Finance and Economic Development (F&ED) Committee of the Kingston Common Council for consideration. The F&ED Committee determines which bid is in the best interest of the City of Kingston based on the price, plans for the property, bidder and other pertinent information. Recommendations of the Committee will then be forwarded to the Common Council for approval or denial.

Upon approval of the Common Council, the Planning Office will advise the individual, in writing, of the necessary information needed to complete the property transfer. The successful purchaser will be responsible for all filing fees and will have sixty (60) days, from notification, to complete the transaction. Upon receipt of all monies, and signing of the closing document by the purchaser and the Mayor, the Corporation Counsel Office will prepare and file the deed with the County Clerk's Office. The County Clerk returns the original deed back to the purchaser after filing.

Licensed Plumbers and Electricians are required in the City of Kingston. Lists are available at the Building Safety Division or online at <http://www.kingston-ny.gov/content/76/78/995/default.aspx>

If you have any questions, please contact the Planning Office at (845) 334-3955, or email [dbrady@kingston-ny.gov](mailto:dbrady@kingston-ny.gov).

The City of Kingston reserves the right to reject any and/or all bids received.

File View Toolbar Help



<b>48.16-5-18</b>		<b>510800 KINGSTON</b>		<b>Active</b>	<b>R/S: 8</b>	<b>School: KINGSTON CO</b>	
<b>City of Kingston</b>		Roll Year: <b>2016</b> Curr Yr		<b>1 Family Res</b>		Land AV: <b>41,000</b>	
<b>416 First Ave</b>		Land Size: <b>150.00 x 175.00</b>		<b>Homestead</b>		Total AV: <b>95,000</b>	
<b>Owner</b> Total: <b>1</b> Name: <b>City of Kingston</b> Addl Addr: Street: <b>420 Broadway</b> PO Box: City: <b>Kingston, NY</b> Zip: <b>12401-</b>				<b>Site</b> Total: <b>1</b> Ppcls: Nbhd Cd: Sewer: Water: Utilities: <b>1 Family R: 8600 Private Private Electric</b>			
<b>Taxable Value</b> County: <b>0</b> Muni: <b>0</b> School: <b>0</b> Schl after Star: <b>0</b>		<b>Miscellaneous</b> Book: <b>5983</b> Page: <b>158</b> Mortg: Bank: Acct No: <b>069432.000</b>		<b>Land</b> Total: <b>1</b> Type: FF: Depth: Acres: Sqft: <b>Primary 150.00 175.00 0 0</b>			
<b>Sale</b> Total: <b>1</b> Book Page Sale Date Sale Price Owner <b>5983 158 02/29/16 1 City of Kingston</b>				<b>Building</b> Total: <b>1</b> Bldstyle: <b>01 Ranch</b> Ext Wall: <b>03</b> Sfla: <b>1137</b> Yr Built: <b>1962</b> Baths: <b>1</b> 1/2 Baths: <b>0</b> Eff Yrblt: <b>0</b> Beds: <b>3</b> Cond: <b>Fair</b>			
<b>Exemption</b> Total: <b>1</b> Code Amount Term Own Pct <b>13350 CITY OWNED 95,000 0 0</b>				<b>Improvement</b> Total: <b>3</b> Type Name Dim1 Dim2 SQFT Yr Built <b>RC1 Carport 0 0 84.00 2002</b> <b>RP3 Porch-scre 0 0 112.00 1999</b> <b>RP5 Porch-up o 0 0 405.00 1999</b>			
<b>Special District</b> Total: <b>2</b> Code Units Pct Type Move Tax <b>LB008 Kingston libra: .00 .00 .00</b> <b>LB009 Kingston Libry .00 .00 .00</b>							

Double click to open a window

11-15-16 9

## 5 OCEAN

YEAR BUILT	1962	
NUMBER OF KITCHENS	1	
NUMBER OF BATHS	1	
NUMBER OF BEDROOMS	03	
FIREPLACE		
HEAT TYPE	1 NO CENTRAL 3 HOT WATER/STEAM 2 HOT AIR	
FUEL TYPE	1 NONE 5 WOOD 2 GAS 3 ELECTRIC 4 OIL	
CENTRAL AIR	BLANK = NO 1 = YES	
BASEMENT TYPE	1 PIER/SLAB 2 CRAWL 4 FULL	
BASEMENT GARAGE CAPACITY		
CONDITION	1 POOR 4 GOOD 2 FAIR 5 EXCELLENT 3 NORMAL	
GRADE	A EXCELLENT B GOOD C AVERAGE D ECONOMY E MINIMUM	
GRADE ADJUSTMENT		
ATTACHED GARAGE CAPACITY		
PORCH TYPE	AREA	
RESIDENTIAL BUILDING AREA SECTION		

1348	FIRST STORY AREA
	SECOND STORY AREA
	ADDITIONAL STORY AREA
	HALF STORY AREA
	THREE QUARTER STORY AREA
	FINISHED AREA OVER GARAGE
	FINISHED ATTIC AREA
	FINISHED BASEMENT AREA
	UNFINISHED HALF STORY FLOOR AREA
	UNFINISHED THREE QUARTER STORY AREA
	UNFINISHED FULL FLOOR AREA
1348	SQUARE FOOT OF LIVING AREA
	FINISHED RECREATION ROOM AREA

PORCH TYPES	RP1 OPEN	RP2 COVERED	RP3 SCREENED	RP4 ENCLOSED	RP5 UPPER OPEN	RP6 UPPER COVERED	RP7 UPPER SCREENED	RP8 UPPER ENCLOSED
IMPROVEMENT CODES								
MEASURE CODE								
1 QUANTITY								
2 DIMENSIONS								
3 SQUARE FEET								
4 DOLLARS								
GRADE								
A EXCELLENT								
B GOOD								
C AVERAGE								
CONDITION								
1 POOR								
2 FAIR								
3 NORMAL								
4 GOOD								
5 EXCELLENT								

STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR CD	YEAR BUILT
R.P.1	3	1.12	Damag	1.03	1.962	
R.P.3	3	1.12		1.03	1.999	
R.P.1	3	2.40		1.03	1.999	
R.P.1	3	8.4		1.03	2.002	

MAP # 48.16-5-18







60 2016 00002792

Ulster County  
Nina Postupack  
County Clerk  
Kingston, NY 12401

Volm-5983 Pg-158

Instrument Number: 2016- 00002792

As

D01 - Deed

Recorded On: March 01, 2016

Parties: KINGSTON CITY

To

KINGSTON CITY

Billable Pages: 3

Recorded By: CITY OF KINGSTON

Num Of Pages: 3

Comment:

**\*\* Examined and Charged as Follows: \*\***

01 - Deed	55.00	RP5217-125	125.00	Tax Affidavit TP 584	5.00
Recording Charge:	185.00				
	Amount	Consideration Amount	RS#/CS#		
ix-Transfer	0.00	0.00	3219	Basic	0.00
KINGSTON CITY				Local	0.00
				Additional	0.00
Tax Charge:	0.00			Special Additional	0.00
				Transfer	0.00

**\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\***

I hereby certify that the within and foregoing was recorded in the Clerk's Office For: Ulster County,

**File Information:**

Document Number: 2016- 00002792  
Receipt Number: 1497230  
Recorded Date/Time: March 01, 2016 02:38:52P  
Book-Vol/Pg: Bk-D VI-5983 Pg-158  
Cashier / Station: r rsec / Cashier Station 2

**Record and Return To:**

CITY OF KINGSTON  
CORPORATION COUNSEL  
420 BROADWAY  
KINGSTON NY 12401



Nina Postupack Ulster County Clerk



THIS INDENTURE, made the 29 day of February, 2016

BETWEEN **John Tuey, as Comptroller** of the City of Kingston, 420 Broadway, Kingston, New York 12401

party of the first part, and

**City of Kingston**, a municipal corporation with its principal place of business at 420 Broadway, Kingston, New York 12401

party of the second part,

WITNESSETH, that the party of the first part, in consideration of One and no/100 (\$1.00) - - - - - dollars, lawful money of the United States, paid by the party of the second part, does hereby remise, release and quitclaim unto the party of the second part, the heirs or successors and assigns of the party of the second part forever,

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the City of Kingston, County of Ulster, State of New York, known as:

**Property Address: 416 First Avenue**

Kingston, New York, Tax Map Identifier **#48.16-5-18** formerly titled to Anne M. Conley and George Conley as described on the tax rolls for the City of Kingston for the year 2012

**\*\* Conveyance pursuant to order and judgment of Hon. Donald A. Williams, Ulster County Judge, Index #13-1001, signed on the 19<sup>th</sup> day of February, 2016 and filed with the Ulster County Clerk on February 26, 2016.**

TOGETHER with all right, title and interest, if any, of the party of the first part in and to any streets and roads abutting the above described premises to the center lines thereof,

TOGETHER with the appurtenances and all the estate and rights of the party of the first part in and to said premises,

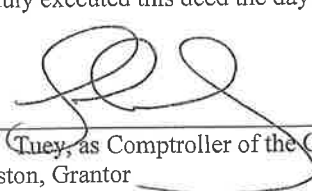
TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of the second part forever.

AND the party of the first part, in compliance with Section 13 of the Lien Law, hereby covenants that the party of the first part will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

The word "party" shall be construed as if it read "parties" whenever the sense of this indenture so requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above written.

IN PRESENCE OF:

  
John Tuey, as Comptroller of the City of Kingston, Grantor

RECORDED

ENTERED

MARKOFF

State of New York     )  
                                  ) ss.  
County of Ulster     )

On the 29 day of February in the year 2016 before me, the undersigned, a Notary Public in and for said State, personally appeared **John Tuey**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

James R. Higgins

NOTARY PUBLIC  
State of New York  
My Comm. Expires 12/31/17

✓ **Record and Return:**  
**City of Kingston**  
**Corporation Counsel**  
**420 Broadway**  
**Kingston, New York 12401**



**SWIS: 510800**

**Print Key: 48.16-5-18**

**Comment: Photo**

*416 1<sup>st</sup> Avenue*

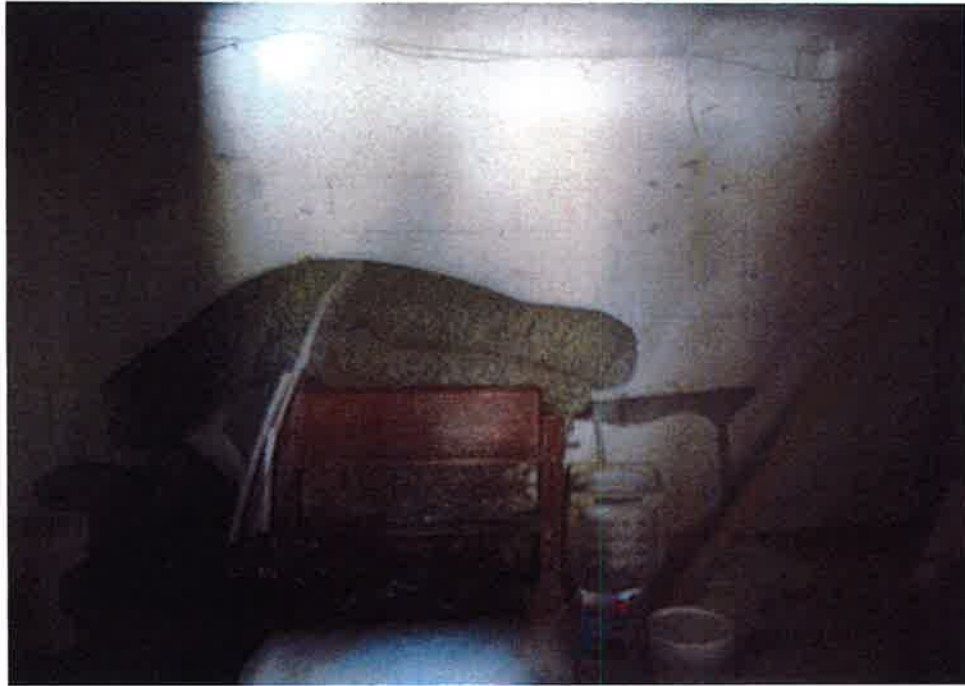


410 First Ave.





416 First Ave.





4116 First Ave





the first one





416 First Ave.





416 first Ave.



## ZONING CLASSIFICATION LIST

- RRR One – Family Residence
- RR One - Family Residence
- R-1 One - Family Residence
- R-2 Two - Family Residence
- R-3 Three – Family Residence
- R-4 Two – Story Multiple Residence
- R-5 Three – Story Multiple Residence
- R-6 Multiple Residence
- N-B Convenience Business
- C-1 Shopping Center
- C-2 Central Commercial
- C-3 General Commercial
- RT Rondout District
- M-1 Light Manufacturing
- M-2 General Manufacturing
- M-3 Heavy Manufacturing
- O-1 Limited Office
- O-2 Limited Office
- RLC Residential – Limited Commercial
- RF-H Hudson Riverfront District
- RF-R Rondout Creek District
- RF-R District Development Standards
- Mixed Use Overlay District
- Broadway Overlay District Design Standards
- TNDOD Traditional Neighborhood Development Overlay District
- Historic Districts
  - Fair Street Historic District
  - Rondout Historic District
  - Stockade Historic District
  - Chestnut Street Historic District

For specific information regarding individual Zoning Districts please refer to the City of Kingston Zoning Ordinance available for purchase in the Planning Office or inspection and assessment, via City of Kingston Website at [www.kingston-ny.gov](http://www.kingston-ny.gov)

### NOTICE TO PROSPECTIVE BIDDERS

Please be aware that if your bid is not accepted, our procedure is to hold all deposits until the awarded purchaser completes the sales transaction. At that time we will process the paperwork to refund your deposit.

If you would like your bid deposit refunded sooner, you must submit a request, in writing to the Planning Office, stating so. Please include the property address that you bid on and your mailing address. You are advised that should you request an early refund your proposal will not be considered if the initial accepted offer is withdrawn or they fail to close.

Please note that refunds will only be made to the party(ies) who submitted the original bid. Original Signature is required.

**City of Kingston  
Surplus Real Property Bid**

Property Address: \_\_\_\_\_

Sec / Blk / Lot: \_\_\_\_\_

Bidders Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Bid Amount: \_\_\_\_\_

Check Amount (10%): \_\_\_\_\_

Proposed Use: (Please be as specific as possible – May attach separate sheets as necessary and any other supporting documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Referrals: \_\_\_\_\_

Bid Deposit: \_\_\_\_\_

\_\_\_\_\_

Zone / Ward: \_\_\_\_\_

\_\_\_\_\_

SEQRA: \_\_\_\_\_

\_\_\_\_\_

Reverter Clause: \_\_\_\_\_

\_\_\_\_\_



City of Kingston  
420 Broadway  
Kingston, New York 12401  
(845) 334-3955

## ASSESSED VALUE OF PROPERTY FORM

The price paid for the property does not necessarily represent the true value of the property.

The purpose of a City Surplus Sale is to:

1. Recoup back taxes, liens and mortgages.
2. Put the property back on the tax roll.
3. Repair and renovate the property.
4. Develop property.

Generally the assessed value of the property will remain the same as what the previous property owner was assessed at and it will not be lowered due to the purchase price through bid or auction. Some assessments were reduced due to the condition of the building. Once repairs and renovations are completed to the building, the assessments will be increased at that time.

Once this property is purchased it is no longer entitled to the tax exempt status, it currently has. The property is liable for taxes on the former exemption. Taxes will be prorated from the date of transfer of title to you.

\_\_\_\_\_  
Purchaser's Signature                      Date

\_\_\_\_\_  
Print Name

City of Kingston  
420 Broadway  
Kingston, NY 12401

Office of Planning  
Phone 845-334-3955

**"NOTICE TO PURCHASERS FORM"**  
**MUST BE SIGNED AND RETURNED WITH BID**

1. To enter and preview property a "Hold Harmless Agreement" must be signed and appointment made with the Building Safety Division of the Kingston Fire Department. (845-331-1217) Applicants are encouraged to only submit proposals after viewing property.
2. The purchaser is responsible for obtaining any needed funding to purchase this property, and make necessary renovations. Partial and installment payments are not accepted.
3. The City provides a quitclaim deed, which will include a one (1) year reverter clause, requiring the rehabilitation to comply with all Zoning, Building & Fire Codes. The reverter will also state the bidders' intended/proposed use. (Reference sample language in bid packet) Should you elect to purchase title insurance, you may do so from any firm permitted by state law to sell such insurance at your expense.
4. It is the responsibility of all bidders to check with the Building Safety Division and Zoning Enforcement Official to determine that proposed use(s) will be in compliance with City Zoning and all other applicable statutes and codes.  
Bidders are hereby notified that the City of Kingston requires all plumbers and electricians to be licensed by the City of Kingston.
5. No guarantees of use are made by City in awarding bid, including obtaining any and all necessary approvals required from Planning Board, Zoning Board of Appeals, etc... (The authorization of sale to an individual for a proposed use does not guarantee the necessary reviews and approvals will be granted by appropriate agencies. Furthermore, the sale of the property shall not be used as reason for granting of any variances or other approvals)
6. All sales must close within sixty (60) days of acceptance by the Common Council. All rejected bid deposits will be refunded. Failure to close on the sale will mean a forfeiture of bid deposit.
7. All County filing fees are the responsibility of the purchaser.
8. All properties are sold "As is" with no guarantees made as to clear title, condition, and may contain code violations.
9. The City reserves the right to reject any and all bids and to waive any informality or irregularity.
10. City properties are offered to purchasers without regard to their race, color, religion, sex, handicap or martial status.
11. All bids must be submitted to the Kingston Planning Office with all forms completed (Surplus Real Property Bid Form, Notice to Purchasers Form, Assessed Value of Property Form, Additional Information Questionnaire, Short Environmental Assessment Form) and 10% (certified or bank check or U.S. Postal Money Order) bid deposit made payable to the Comptroller, City of Kingston, all enclosed within a sealed envelope and labeled with the following information: Bidder's Name, Address and Daytime Telephone Number; AND Address, and Section, Block and Lot Tax Map ID# of the property being bid on. If you are submitting bids on more than one property, each bid must be submitted in a separate, sealed envelope. Bid packages must be sealed and labeled accordingly with information described and contain all necessary forms completed with original signatures, along with the proper bid deposit or they will automatically be rejected and returned without consideration by Committee or Common Council.
12. Title will be transferred only to the individual or party whose name the bid was submitted in.
13. The City may impose a restriction limiting the re-sale of a property without proper consent of the Common Council limiting the re-sale of a property without prior consent of the Common Council.

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Date

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Print Name

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Purchaser Signature

SUBJECT, however, to the following conditions:

- a. The premises shall be used as \_\_\_\_\_
- b. The premises and all building thereon must be rehabilitated to comply with existing building and fire codes after consultation with the Building Safety Division of the City of Kingston.
- c. Purchaser is required to obtain all approvals, permits, licenses and certificates necessary to perform the work required and to occupy the premises.
- d. All work necessary to satisfy the building and fire codes must be completed within one year of the date of this deed. The purchaser will promptly apply for the necessary permits and approvals to permit the construction and occupation of the site for its proposed use.
- e. Purchaser agrees to obtain a building permit within two (2) months of obtaining final approval from all of the boards and/or commissions for which said approval may be required.
- f. Grantee will permit periodic inspections of the interior and exterior of the premises by the Building Safety Division until a Certificate of Occupancy is issued by the Building Safety Division.
- g. In the event the Fire Officer, after due deliberation, determines that the Grantee has breached any of the conditions herein, he shall notify the Planning Department of such breach who in turn shall notify Grantee of the breach, in writing, by certified mail. The Grantee shall, within thirty (30) days of mailing of such notice, correct the breached conditions, or in the alternative at the expiration of said thirty (30) days, surrender the premises and quit and vacate the premises conveyed.
- h. Upon failure of the Grantee to attend the obligations specified herein, and upon expiration of the time period set forth in paragraph "f" hereof, title to the premises shall revert to the City of Kingston and the City shall upon due application to a Justice of the Supreme or County Court, be entitled to a Court order directing reversion of title to the City.
- i. After receiving the Court order reverting title to the City's name, the City shall cause to be recorded in the office of the Ulster County Clerk a certificate or other appropriate document in recordable form indicating that title to the lands and premises has reverted to the City of Kingston.
- j. Upon the Grantee receiving a certificate of occupancy for the demised premises, the City of Kingston will issue a release to the Grantee evidencing the fulfillment and satisfaction of all the terms and conditions specified herein.
- k. The Grantee agrees to indemnify and hold harmless the City of Kingston its successors and assigns from any all claims, liabilities, liens, or encumbrances affecting the properties reacquired by the City.

That \_\_\_\_\_ Avenue, Tax Map No. \_\_\_\_\_ cannot be sold at any time in the future by \_\_\_\_\_ without the prior written consent of the Common Council of the City of Kingston.

**THE ABOVE IS SAMPLE LANGUAGE FOR A STANDARD  
REVERTER AND OTHER RE-SALE RESTRICTION  
LANGUAGE THAT WILL BE INCORPORATED IN TO QUIT  
CLAIM DEEDS ISSUED BY THE CITY OF KINSTON, UNDER  
THE SURPLUS PROPERTY SALE PROGRAM.**

City of Kingston  
Property Sale  
Additional Information Questionnaire

As a prospective purchaser, we are requesting background information to be submitted, demonstrating your ability to complete the project as proposed. Please complete the following: (You may attach additional sheets as necessary)

1. Do you own any other properties, in whole or in partnership, in or around the City of Kingston? If so, please provide street location.

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2. Have you ever developed property before or completed similar restoration project? Please submit a statement of your qualifications and background experience.

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3. Have you had the opportunity to visit the site and do you have the financing to address the building needs? Attach documentation of cost estimates to renovate after purchase. Attach documents of funds available – demonstrate a commitment. (Personal Financial Statement)

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4. What timetable do you envision for the project? Provide a statement of understanding of review process necessary to get building permit. (i.e.-Planning/Zoning/Landmarks)

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5. Provide a minimum of three (3) references. (Names and contact information)

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6. If submitting under LLC, Corp., or Inc. Name, provide name(s), (contact information) of principals in partnership.

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7. Is there any additional information which you would like to submit to assist the Committee with their recommendation back to the full Common Council?

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**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>
			<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>
			<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			



5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

## BIDDER'S CHECKLIST

This checklist is provided as a courtesy to be used by all bidders in preparing complete bid packages. It is not necessary to include with your bid proposal. Bid proposals that **do not meet ALL** the following requirements will automatically be rejected and returned without consideration by Committee or Common Council.

- ☐ Completed "Surplus Real Property Bid Form".
- ☐ Completed and signed "Assessed Value of Property Form".
- ☐ Completed "Additional Information Questionnaire".
- ☐ Completed and signed "Notice to Purchasers Form".
- ☐ Completed and signed "Short Environmental Assessment Form". (Part 1 only)
- ☐ **ALL** forms are original signatures, facsimiles and copies will not be accepted.
- ☐ Bid deposit equal to 10% of the bid amount, in the form of a certified or bank check, or U.S. Postal Money Order, payable to "City Comptroller".
- ☐ **ALL** required forms and 10% bid deposit must be enclosed within a sealed envelope and labeled with the following information: Bidder's Name, Address and Daytime Telephone Number; **AND** the Address and Section, Block and Lot Tax ID # of the property being bid on. **NOTE:** If you are mailing through the U.S. Postal Service, or other special delivery service, it is your responsibility to ensure that the bid proposal is received by the deadline time and date. The City of Kingston will not accept late deliveries. Also, the delivery envelope is **not** considered the "sealed" envelope. A separate, sealed envelope, with **ALL** required information should be placed within the mailing envelope.
- ☐ Have read entire package and have no questions.

If you have any questions please call this office at (845) 334-3955.